



Prairie City School District

P.O. Box 345 • 740 Overholt Street • Prairie City, Oregon 97869 • (844) 820-3314

Position Title: 0.5 Custodian
Department: Maintenance
Reports To: Maintenance Supervisor
Pay: \$21.40 – \$24.73

Job Definition / Requirements / Working Conditions:

The Custodian receives requests for various types of service from staff, students, parents, and public. Some of these requests include refilling paper dispensers, cleaning cafeteria spills, replacing light bulbs, hanging pictures, setting up meeting rooms, removing insects, cleaning up human and animal waste. This employee needs to be able to prioritize requests in order to perform tasks in a timely manner. Under minimal supervision, the Custodian, organizes, implements specified custodial, caretaking and routine maintenance goals for the buildings and grounds at the school district.

The Custodian performs support services for special school events and other public activities at the district. This duty includes receiving the building usage forms from the school office and responding in a timely manner, communicating with the user as may be necessary, coordinating user needs, conferring with school administration regarding substitutes as may be necessary and integrating user needs with district and other user needs. This duty includes providing security for the district by locking and unlocking doors and windows as necessary, setting and disarming alarm systems, watch over building for intruders and unauthorized personnel, checking the physical plant, setting times, and making sure the system is working properly and appropriately for weather conditions.

This employee's assigned shift is normally scheduled during those day-time hours when students, staff and public are present. Certain situations may require changing work hours, days, and locations. The employee's supervisor has the authority to adjust the assigned shift's hours, days, and work location for this employee. The employee must be capable of climbing a ladder in order to install lights, clean out rain gutters, and retrieve playground/athletic equipment.

Nature and Scope of Work:

Essential Job Functions:

Supervision:

1. Inspects building and grounds to determine maintenance and custodial needs as well as fire, sanitary, security and safety hazards.
2. Confers with administrative and school personnel regarding future custodial and grounds keeping activities.
3. Inspects bleachers and grandstands. Set up, move, and store bleachers as may be necessary.
4. Keeps files for equipment manuals and warranties.
5. Attends all special or custodial training sessions when requested.
6. Ensures monthly emergency drill occur on schedule.
7. Is pro-active in addressing maintenance issues.

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Maintenance:

8. Work Requests: Receives job requests for services and takes the lead in accomplishing requests in a timely manner. Reports needed repair work to proper authorities and prepares work orders.
9. Supplies: Prepares requisitions for custodial supplies and equipment within the budget parameters established by the district. Receives, stores, issues and accounts for necessary supplies and equipment according to the district's needs.
10. Cleaning: Assists and personally performs the cleaning of halls, classrooms, restrooms, gymnasiums, eating areas, walls, furniture, woodwork and equipment. Keeps knowledgeable about cleaning materials, equipment, methods, procedures, and the State Fire Code as it applies to school buildings. Performs periodic large scale deep cleaning activities during the times when school is not in session.
11. Operates the building's heating and ventilation system, fire alarm, and fire-fighting equipment.
12. Is able to perform minor plumbing, painting, carpentry, construction, welding, or repair work, which requires the use of hand and power tools associated with the trade.
13. Keeps sidewalks and parking lots free of debris.

Emergency Issues:

14. Responds to emergency situations such as water leaks, fires, and snow removal. This duty may require adjustment to irregular or extended hours necessary to cope with the problem.
15. Snow Removal: Removes snow and ice prior to opening of school day and throughout the day as required by weather conditions. Applies appropriate ice-melt on walkways. Removes snow from sidewalks and parking areas using shovel, tractor mounted blade or other mechanical device.

Other:

16. Fulfills performance standards identified in the evaluation process as required for the position.
17. Fulfills other duties as assigned.
18. The Custodian works under the general supervision of the Maintenance Supervisor.

Knowledge, Skills and Abilities:**Knowledge:**

- Modern cleaning methods and the use and care of cleaning materials and equipment.
- Requirements for maintaining school buildings and grounds in a safe, clean and orderly condition.
- Methods, materials, equipment and tools used in routine building and grounds maintenance.
- Operation of heating plant and equipment.
- Safety practices.

Skills and Abilities:

- Possess the physical ability to regularly attend work and fulfill the essential functions of the position, with or without reasonable accommodation.
- Interpret and apply rules, regulations and policies.
- Lay out work and estimate time, tools and materials used.
- Learn the operation of equipment used in the work, as required by the position.
- Communicate clearly and appropriately in speech and in writing in accordance with educational standards.
- Obtain or possess a valid Oregon driver's license and maintain an insurable status for automobile and liability coverage, as required by the position.

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- Adhere to the district requirement for a drug-free workplace.
- Maintain current standards regarding handling of blood borne pathogens, asbestos and hazardous chemicals.
- Learn to deal with bodily fluids.
- Maintain a high level of commitment to completion of tasks.

Education and Experience:

Education:

1. Equivalent to a high school education or GED. The position requires the basic ability to read, write, and communicate, the ability to understand simple directions and basic mathematical concepts, and to read simple measuring devices. This position requires no prior work experience.

Experience:

1. The position requires of simple work procedures or methods. Some knowledge of School District practices or job routines may be necessary for proficiency. On-the-job learning time could range from one week to one month; there is some variety, but procedures are largely repetitive. Job proficiency can be acquired in up to six months.

Other:

1. This position requires the selected candidate to submit to, pass and/or clear a criminal records check including fingerprinting.
2. All aspects of the current Collective Bargaining Agreement between Prairie City School District No. 4 and the Oregon School Employees Association, Chapter No. 173 apply.

Application Materials:

1. Cover letter
2. Resume
3. Application-available on District Website: <https://www.pcsd4.com/>
4. Three (3) letters of reference

Incomplete applications will not be considered. Applicants considered for this position will be contacted.

Send application materials to:

Susie Combs
 Prairie City School Dist. #4
 P.O. Box 345
 Prairie City, Oregon 97869
 Email: combss@grantesd.k12.or.us

Closing date: **January 23, 2024**, however the District retains the option of accepting applications until the position is filled. Application received after this date may not be accepted.

Starting Date: **February 5, 2024**

The statements herein reflect general details as necessary to describe the principle functions of the job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work and physical requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work or otherwise to balance the workload.

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